Head of the Office before sending it to the Superintendent, Government Printing, as acknowledgment.

STOCKING, ISSUE AND ACCOUNTING.

31. Printed forms, like stationery articles, will be placed in the custody of a responsible officer. He shall maintain a stock book in the form Appendix F, for all forms received, and *shall see that they are carefully secured and properly arranged, each description of forms being kept separately labelled with the name and number of forms, to facilitate identification.*

32. Forms should be issued only on requisitions signed by heads of sections or the Manager of the Office. An Issue Book shall be maintained in form Appendix G, and all issues posted therein chronologically with the acknowledgment of parties. This book may be closed once in a month and totals carried to Appendix F, the Receipt Register, and the closing balance struck therein. Two or more days in each month may be fixed by Heads of Offices, according to convenience, for sending requisitions to the form clerk. to avoid frequent requisitions which will increase unnecessary work. *While passing requisitions, the heads of sections or the Managers should see that the clerk or clerks do not have unnecessary or unused stock of forms with them.* Should in any case the requisition has to be sent to the forms clerk for urgent supply of forms on other dates than those fixed, the requisition should be passed by the Head of the Office on sufficient explanation by the party concerned.

STOCK VERIFICATION.

33. The verification of stock should actually be done *half-yearly* by the Head of the Office or by his Gazetted Assistant and a certificate to that effect in form Appendix H may be sent to the Superintendent, Government Printing, on or before the close of the month following the half-year. The Superintendent, Government Printing, will furnish to Government, within two months following the half-year, a statement of officers who have not sent the half-yearly stock certificates.

34. Excess forms found in stock-taking may be brought on to account, and if they are heavy, *i.e.*, more than what is required for the next Supply Year, the Superintendent, Government Printing, shall be intimated and his instructions sought for their disposal economically. Deficiencies and damaged or missing forms noticed shall be dealt with as indicated in Rule 36.

35. Advantage shall be taken of the half-yearly examination of stock to inspect the condition of forms, registers, etc, kept with officials unnecessarily and the opinion of the Head of the Office in regard to these shall be recorded in the certificates.

DAMAGE TO FORMS.

36. When forms are damaged or found missing, the officer to whom it was supplied on indent shall endeavour to trace the cause of damage or loss and report the fact through the proper channel to the Head of the Department who will investigate the matter, recover the value of the forms, if the loss or damage was due to carelessness or neglect of rules, or write off the value from the accounts, if irrecoverable. A copy of the order passed may be sent to the Superintendent, Government Printing, for information.

37. If it is apprehended that any form will deteriorate before coming into use, the instructions of the Superintendent. Government Printing, as to its disposal shall be obtained without delay.

38. Obsolete forms may be disposed of in consultation with the Superintendent, Government Printing.

SUPPLY ON PAYMENT.

39. Remarks column of Appendix C shows whether the forms supplied are free of cost or the value thereof has to be adjusted by book adjustment.

40. Cost of forms supplied to all works for which Capital and Revenue Accounts have been kept should

41. Departments to which forms are to be supplied on payment are contained in Appendix I.

GENERAL.

42. The Superintendent, Government Printing, shall bring to the notice of Government, any serious neglect or breach of these rules.

B. KRISHNASWAMY CHETTY,

7915 *Superintendent.*

OFFICE OF THE DIRECTOR OF AGRICULTURE IN MYSORE, BANGALORE.

Notification, dated 13th May 1944.

First year class of the Mysore Agricultural School at Hebbal, Bangalore, will commence work for the Session, 1944-45 on Monday the 19th June 1944. In selection of students preference will be given to those whose parents own land in Mysore and are engaged in its cultivation. The minimum qualification for admission is a pass in the S.S.L.C. Examination, preference being given to candidates with (E.C.P.S.) qualification. The students are required to take part in all farm work. The course extends over three years. The first and second years will be spent on the Hebbal Farm and the third year on the Irwin Canal Farm, Mandya to give them a thorough working knowledge of running a farm successfully. The successful candidates at the end of the third year will be given the Diploma of Licentiateship in Agriculture (L.Ag.).

2. No fee is charged for tuition for Mysoreans, Non-Mysoreans will have to pay a tuition fee of Rs. 50 per annum. The fee for the Diploma Examination is Rs. 15. Medical attendance is free. No rent is charged for rooms and furniture. Government grants a few Scholarships.

3. Students must, soon after their arrival, deposit a sum of Rs. 10 as "Caution Money" a sum of Rs. 10 as "Sports fee" and a sum of Rs. 30 as "Hostel Advance".

4. Applications for admission should be sent to the Principal, Mysore Agricultural School, Hebbal, Bangalore, in the prescribed form obtainable from him. The application should be filled up in the candidate's own handwriting and supported by the certificates as required in the application form. They should reach the Principal on or before 1st June 1944 along with an application fee of Re. 1.

5. The candidates will appear for an interview before the Selection Board in the Office of the Director of Agriculture, Bangalore, on the 14th June, 1944 at 9 A.M.

M. J. NARASIMHAN,

2879 *Director.*

OFFICE OF THE CHIEF MEDICAL OFFICER, WOMEN'S HOSPITALS IN MYSORE, BANGALORE.

L. M. P. SCHOLARSHIPS FOR LADY CANDIDATES ONLY.

Applications for scholarships in the prescribed form to enable candidates to study for the L. M. P. Course will be received in the Office of the Chief Medical Officer, Women's Hospitals in Mysore, Bangalore, not later than 10th June 1944.

Applicants must be native of Mysore and not more than 21 years of age, and must have passed the Mysore Secondary School Leaving Certificate Examination and should have been declared eligible for College and Public Service (E. C. & P. S.) or an examination equivalent to it.

Further particulars and application forms can be had in the office of the undersigned.